



Indiana Department of Transportation Information Paper

February 24, 2003

SUBJECT: Certified Technician Program

PURPOSE: To provide information to individuals outside of the department on how to obtain certification under the program.

The **Indiana Department of Transportation (INDOT)** developed the Certified Technician Program as a vehicle to increase the number of experienced professionals available within the department to perform construction contract inspections.

The Certified Technician Program is an internal three-year training program that covers the following construction related courses:

- * **Hot Mix Asphalt (HMA)**
- * **Bridge Construction and Deck Repair (BC-DR)**
- * **Construction Earthwork (EARTH)**
- * **Concrete Paving (C-PAV)**
- * **Construction Procedures 1** (Old Construction Layout, Measurements and Pipe Structures CLMPS) (Being Revised for Jan 2002)
- * **Construction Procedures 2** (Old Traffic, Miscellaneous Concrete, and Miscellaneous Construction Items TMCCI) (Will be revised for Jan 2003)

Beginning with the January 1993 Highway Letting, one of the qualifications for whoever is performing the daily on-site inspection on any federally-funded Local Public Agency (LPA) project is that they must be either:

- * **a licensed Professional Civil Engineer**
- * **a "BS in Civil Engineering" graduate from an accredited college,**
- * **or certified under INDOT'S Certified Technician Program**

To qualify based on Certified Technician Program certification, the individual must be certified in the specific subject area (one of the six courses listed above) related to the type of work that comprises 50% or more of the total work to be done on the project. For example, certification in Bridge Construction and Deck Repair would be required for bridge projects.

Certification is obtained by passing the applicable CTP course exam with a score of **70% or higher**.

Manuals may be obtained at a cost of \$10.00 each by sending a written request along with a check or money order payable to The Indiana Department of Transportation at:

**Indiana Department of Transportation
Contract Services Section
Attn: Ora Sharpe
100 N. Senate Avenue, Room N 855
Indianapolis, Indiana 46204-2218**

For more information call (317) 232-5070

The examinee is allowed to use the course manual and INDOT'S Standards Specification book during the exam. Additionally, during the Construction Procedures 1 and 2 exams the examinee will also need to use INDOT'S Road and Traffic Standards. The latest version of the Standard Specifications book is available from Contract Services. If an individual does not pass the test, they may retest after 30 days from taking the initial exam.

The time allowed to complete each exam is:

*Hot Mix Asphalt	3 hours
*Bridge Construction	2 hours
*Earthworks	2 hours
*Concrete Paving	2 hours
*Construction Procedures 1	3 hours
*Construction Procedures 2	2.5 hours

Scheduling of exams should be coordinated with the CTP Program Coordinator, non INDOT (see name and phone number at the bottom of this page).

NOTE: **American Counsel of Engineering Companies, Indiana Chapter, (317) 637-3563** or their web site [ACEC Indiana](http://www.acecindy.com) is handling obtaining the manuals and the scheduling of exams for individuals in their member firms. Please contact them for more information regarding scheduling of upcoming testing.

**Mark Niehoff
Training Section, 232-6769
Human Resources Division**